



# USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052223R00008

**ISSUANCE DATE:** September 22, 2023

**CLOSING DATE/TIME:** October 12, 2023  
(11:59 p.m. Local Time - Tegucigalpa, Honduras)

**SUBJECT:** Solicitation for a resident-hire U.S. Personal Service Contractor (USPSC) – Regional Development Program Coordinator

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Honduras, is seeking applications from qualified U.S. Citizens or U.S. Resident Aliens to provide services under a resident-hire U.S. Personal Services Contract (USPSC) as described in this solicitation.

Submissions shall be in accordance with the information provided below and sent electronically to [tegucigalpahr@usaid.gov](mailto:tegucigalpahr@usaid.gov) by the date and time specified above.

To ensure consideration of the application for the intended position, the applicant must prominently submit and sign the [Application Form AID-309-2](#) and comply with the requirements as established below. Incomplete applications will not be considered.

All e-mail submissions must contain the Solicitation Number, **SOL-72052223R00008**, in the subject line. It is recommended that the applicant retain copies of all application materials for their records.

Please note that USAID/Honduras does not accept responsibility for delays in transmission or receipt of any application. Applications received after the Closing Date and Closing Time specified above will *not* be considered.

USAID/Honduras will evaluate offerors based on the stated evaluation criteria. USAID/Honduras encourages all individuals, including those from disadvantaged and under-represented groups to respond to this solicitation.

This solicitation in no way obligates USAID/Honduras to award a PSC contract, nor does it commit USAID/Honduras to pay any cost incurred in the preparation and submission of the application. Also, USAID/Honduras reserves the right to award, or not to award the contract herein contemplated, subject to availability of funds.

Any questions must be directed in writing to [tegucigalpahr@usaid.gov](mailto:tegucigalpahr@usaid.gov).

Sincerely,

**Alejandro P. Mora**  
Contracting Officer

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052223R00008

**2. ISSUANCE DATE:** September 22, 2023

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:**

October 12, 2023 (11:59 p.m. Local time, Tegucigalpa, Honduras)

**4. POINT OF CONTACT:**

USAID/Honduras – Human Resources Office:

E-mail: [tegucigalpahr@usaid.gov](mailto:tegucigalpahr@usaid.gov)

**5. POSITION TITLE:** U.S. Personal Service Contractor (USPSC) – Regional Development Program Coordinator

**6. MARKET VALUE:** \$71,099 – \$ 92,429 equivalent to **GS-12**. Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay.

**7. PLACE OF PERFORMANCE:** USAID/Honduras, Program Office (PO). The incumbent must be willing and available to fulfill the terms of this contract in Tegucigalpa, Honduras.

**8. PERIOD OF PERFORMANCE:** Full-time. Employment under this contract will initially be for two (2) years with the possibility to extend for three (3) option years depending on availability of funds. The estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

**9. ELIGIBLE OFFERORS:** All applicants must be U.S. Citizens or U.S. Resident Aliens in order to be eligible for consideration. U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Additionally, all interested candidates must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

**10. SECURITY LEVEL REQUIRED:** HSPD-12 (Facility/USAID Computer Access Only).

**11. STATEMENT OF DUTIES:**

**1. General Statement of Purpose of the Contract:**

The Regional Development Program Coordinator position is an integral part of the Program Office (PO) and reports directly to the Migration Team Lead of the PO or his/her designee. The incumbent has two lines of responsibility.

In the first line of responsibility, the incumbent is the primary Mission point of contact, coordinator and tracker of the Regional Mission's and Washington, D.C. agreements and activities in Honduras and serves as Activity Manager as appropriate. As such, (s)he is responsible for strategy, design, activity management, coordination, and reporting for regional programs in Honduras and is also the liaison for administrative tasks and actions in the country between the Regional Mission and other USAID/Honduras

support offices. (S)he also leads knowledge sharing and communications between Honduras and the Regional Mission, Honduras and other bilateral Missions, and on the regional activities supported in Honduras. With guidance from the Honduras Mission's Migration Team Lead, (s)he drafts and participates in the negotiation of implementation documents for the Regional Mission's programs in Honduras with Government of Honduras (GOH) officials.

The Regional Development Program Coordinator is responsible for coordinating and planning all aspects of the Honduras Mission's participation in regularly scheduled and special regional and sub-regional collaboration meetings of USAID Missions. (S)he will travel throughout Honduras to monitor activities and will periodically travel to El Salvador for coordination meetings at a regional level. (S)he also drafts, reviews, and edits key English and Spanish language materials, success stories, program descriptions for the USAID webpage, and briefing and reporting documents for senior USAID and US Government officials on USAID regional programs active in Honduras. The Regional Development Program Coordinator also assists the Monitoring and Evaluation (M&E) Specialist to analyze, assess, and communicate development work in programs and sectors supported by the USAID Regional Mission. In the second line of responsibility, the incumbent supports Mission communications. S/he prepares and/or contributes to a broad range of written products for internal and external audiences and for inclusion in the Mission's information management systems. In doing so, s/he plays a leadership role in ensuring the quality of the Mission's written products, i.e. ensuring that the products are clearly written, error-free, properly formatted, and achieve the purpose of the document for the intended audience. In addition, the incumbent supports the Mission Communications and Public Relations staff in developing communications strategies; planning and executing events; and otherwise promoting USAID's work in Honduras. In carrying out his/her lines of responsibility, the incumbent provides leadership in the Mission and Region's planning process. The incumbent is expected to achieve, or contribute to the achievement of, results to maximize the impact of scarce development resources, to ensure prudent stewardship of USAID resources, and to comply with applicable USAID policies and regulations.

## **2. Statement of Duties to be Performed:**

### **A. Regional Activity Coordination (50%)**

- Coordinate USAID/Honduras input into regional activity designs, ensuring input from relevant USAID/Honduras offices is cohesive and provided to planners in a timely manner. Review regional activity designs and make recommendations to USAID/Honduras decision-makers regarding USAID/Honduras approval of regional activities proposed for Honduras.
- Participate in the conceptual design of new regional and bilateral activities (e.g., analyzing and clarifying the development problem; defining the criteria by which the success or failure of planned activities will be measured).
- Draft and review official documentation for regional activities in Honduras. Participate in making substantive decisions involving regional implementation matters (e.g., revising results and indicator targets, benchmarks; selecting technical assistance contractors; coordinating with existing Honduras Mission activities to avoid duplication; terminating/canceling activities).
- Lead the Honduras Mission in the development of planning documentation for regional activities, such as Activity Approval Memorandums and program descriptions, and assuring compliance with Automated Directives System (ADS) requirements.
- Coordinate, provide guidance, and participate in the development of regional and bilateral Portfolio.
- Reviews concerning regional programs implemented in Honduras.
- Assist both Honduras and Regional Mission technical teams with the development of narratives and other inputs for the Regional (and, where relevant, the Honduras) Operational Plans,

Mission Strategic Plans, Performance Plans and Reports, Congressional Budget Justifications, Congressional Notifications, and other reporting documents.

- In conjunction with both the Honduras and Regional Missions' Monitoring and Evaluation Specialists, assist technical teams in complying with USAID monitoring and evaluation policies by providing guidance and reviewing performance management plans, activity monitoring evaluation and learning plans, indicators and evaluations.
- Plan and orient Honduras Mission inputs and participant teams for regularly scheduled and special USAID Regional Collaboration Meetings between USAID Missions, and occasionally with partner governments, organizations and donors, under a knowledge sharing plan developed by the
- Regional Mission with inputs from all bilateral Missions.
- Monitor and ensure timely closure of outstanding audit recommendations of regional programs and activities to reduce the areas of vulnerability in the correct use of USAID resources.
- Contribute to the drafting of Honduras-specific reporting on regional programs present in country for a variety of standard and ad-hoc requirements.
- Serve as Site Officer for TDYs conducted by Regional Mission personnel to Honduras ensuring engagement with host country counterparts is consistent with the Honduras Mission strategic and programming objectives. Ensure trip findings, programming recommendations and implementation concerns are properly communicated to technical office directors and leadership in both Missions.
- Participate in regular and ad hoc regional multiple quarterly meetings, both at the technical and strategic level. These regional meetings will occur both virtually and in person in the various countries of the region. Produce meeting notes and ensure teams from both USAID/Honduras and the Regional Mission/ECAM follow-up on commitments generated by participation in these regional meetings.
- For USAID Regional Collaboration Meetings and knowledge sharing events taking place in Honduras, lead all event preparation processes (e.g., planning, procurement, organization, documentation, and inputs, etc.) in close coordination with the Honduras and Regional Mission PO, technical and support office teams.
- Cultivate and manage relationships with a series of stakeholders including Mission technical offices, USG inter-agency at post, USAID/W, other regional OUs, and broader external Honduran stakeholders as relates to regional and global activities that are outside the scope of USAID/Honduras' bilateral programming.
- As relevant to the regional and Washington, D.C. programming, the incumbent will be requested to serve as acting backstop for Honduras Mission technical offices. Support provided includes tracking, monitoring, developing required input for taskers, assisting with drafting and clearance of procurement documents, maintaining files, and providing strategy and operational guidance on behalf of the PO.

**B. Writing, Editing and Information Management (50%)**

- Write and edit, in English, the full range of internal written products, including but not limited to memoranda, briefing papers, talking points, cables, correspondence, Mission Orders and other guidance, and so forth. Depending on the product, audiences will include the Mission Director and other USAID staff, and the Ambassador and other Embassy or interagency staff.
- Write and edit in English and Spanish, the full range of external written products, including but not limited to correspondence with counterparts, speeches or remarks for public events, promotional materials such as success stories and descriptions of USAID activities, fact sheets, content for social media, and so forth. Audiences will include Honduran counterparts in government, civil society and the private sector; the Honduran public; USAID Implementing Partners; and so forth. In many instances, external written products will be completed in cooperation with the Mission's Communication and Public Relations staff.
- Define content and produce periodic activity updates to inform senior USAID and Embassy officials.
- Guide and assist technical offices in crafting and editing reports, fact sheets, briefers, success stories, press releases and other materials that explain and promote USAID programs.
- Oversee, organize and prepare responses to information requests from USAID/Washington in line with guidance from the LAC Bureau and ensure that systematic procedures are developed for this process.
- Contribute to production of annual performance reports, operational plans, portfolio review summaries, and other ongoing program planning, reporting and monitoring documents.
- Participate in planning and executing in-person and virtual events. Lead or assist in developing visit itineraries and briefing materials for international visitors, including senior USG officials. Provide ad hoc planning and logistical support for these visits on an as-needed basis.
- As assigned, identify the need and manage purchase orders for specialized communications products, in collaboration with the DOC. Serve as Activity Manager for the Mission-wide monitoring, evaluation and learning contract for communications and learning-related deliverables.
- Where appropriate, use and support others to use data visualization tools effectively in preparing reports, presentations and other written documents.
- Ensure that Mission internal and external documentation is clearly written, error-free, formatted in a style consistent with each document's requirement (e.g., USAID memoranda should adhere to the USAID Style Guide; briefing materials for the Ambassador should be consistent with Embassy guidance), and achieves the purpose of the document for the intended audience.
- Contribute to maintaining and upgrading the content on the Mission's internal and external websites.
- Produce and organize content and assist in maintaining USAID/Honduras' internal intranet and other information management systems.
- Support document management and the processes for clearance and approvals. Provide support in setting up and maintaining systems to track documents' progress through clearance processes; and establishing and maintaining other tracking systems relevant to the position description.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands. During site visits, there may be some additional physical exertion, including long periods of standing, walking over rough terrain or the carrying of moderately heavy material.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** Possession of a bachelor's degree in the areas of international development, international affairs, political science, public administration, policy analysis, business, economics, evaluation, governance, municipal development, journalism, communications, or a related field is required.

**Prior Work Experience:** From three (3) to five (5) years of progressively responsible work in public administration and/or with an international organization assisting in program/project development of international development programs is required. Experience in project implementation is also required. Experience in drafting newsletters, writing for media outlets, or other related experience is desired.

**Language proficiency:** Level IV (fluency) in English and Spanish is required. **This will be tested.** At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are essential. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

**Job Knowledge:** As the Regional Program Coordinator and with regard to writing, editing and information management responsibilities, the Incumbent will apply knowledge about USAID/Honduras and overall Agency standard policies as described in the ADS and USAID policy documents. This will consist of basic knowledge obtainable from public and internal documents related to knowledge of the Program Office, Mission, Agency procedures, policies and regulations; detailed understanding of the Mission's goals and objectives; and an in-depth understanding of organization's strategic plan. The Incumbent must be generally knowledgeable on the economic, political and cultural context in which USAID/Honduras operates in the sectors supported in the USAID/Honduras portfolio. The Incumbent must have good knowledge of the sectors supported in USAID/Honduras' portfolio and of USAID's project and activity design, procurement, activity implementation and financial management regulations. With regard to writing, editing and information management responsibilities, the Incumbent will additionally apply knowledge of the USAID Style Guide. The Incumbent must have detailed skill in/ knowledge of writing, editing and information management.

**Skills and abilities and other requirements:** Competence, experience, and maturity in dealing with regional and local government officials and international organizations is required. Must have the ability to identify significant economic, political, and social trends in Honduras and assess their importance and potential impacts on USAID development assistance objectives and projects; to obtain, analyze, and evaluate data and present it in meaningful terms; and to follow through on USAID project management issues and serve as point of contact for national and regional counterparts. Must have strong interpersonal skills, including abilities to collaborate well with, negotiate with and influence others. Must have strong English and Spanish communications skills, both orally and in writing, including ability to draft correspondence with mid and high-level USG and Government of Honduras (GOH) officials. Skills in preparing and presenting oral and written reports and ability to influence opinions of others are also required. Computer skills required include, but are not limited to Microsoft Word, Excel, Power Point, and Google and web-based applications.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following evaluation criteria and characteristics:

#### Numerical Rating System

##### **Selective/Evaluation factors:**

- Education (10 Points)
- Prior Work Experience (30 Points)
- Language proficiency (10 Points)
- Job Knowledge (20 Points)
- Skills and abilities (20 Points)
- Professional Demeanor (10 Points)

Applicants meeting the above required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

### IV. SUBMITTING AN OFFER

- a) Eligible offerors are required to complete and submit a complete and signed [Application Form AID-309-2 “Offeror Information for Personal Services Contracts with Individuals”](#). Incomplete AID 309-2 forms will not be accepted and therefore will not be considered for this solicitation.
- b) Most current Curriculum Vitae (CV) or resume. The CV or resume must contain sufficient relevant information to evaluate the application in accordance with the stated selection criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- c) Offers must be received by the closing date and time at the e-mail address specified in the cover letter of this solicitation. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the subject line of the e-mail.
- d) USAID/Honduras reserves the right to obtain relevant information concerning the applicant’s past performance from previous employers and may consider such information in its evaluation. USAID/Honduras may seek performance information beyond the reference names provided in the application forms.

- e) By submitting the application materials, the offeror certifies that all the information on and attached to the offer is true, correct, complete, and made in good faith. The offeror agrees to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to the offer may result in being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.
- f) Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. \*

\* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The applicant must be able to obtain an HSPD-12 (Facility/Computer Access Only), which involves the applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive a medical clearance to work worldwide stating that the applicant is able to engage in the type of activities required for the position and that is also physically fit and able to reside in the Cooperating Country.

Details of how to obtain such clearances will be provided after selection and acceptance of the job offer has been made.

The CO, or his/her designee, will provide the successful Offeror instructions about how to complete and submit the following forms, as applicable:

1. Medical History and Examination Forms (Department of State Forms)
2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Questionnaire for National Security Positions (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85) submitted through e-Qip
4. Fingerprint Cards
5. e-QIP signature forms
6. AID 6-85 Foreign Activity Data
7. AID 500-6 Dual Citizenship Questionnaire (if applicable)
8. OF-306 Declaration for Federal Employment
9. Other forms as appropriate



**VI. BENEFITS AND ALLOWANCES**

Eligibility for benefits and allowances depends on the type of position and contract issued at the time of employment. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**1. BENEFITS:**

- a. Employer's FICA Contribution.
- b. Contribution toward Health & Life Insurance *(Unless health and life insurance coverage for retiree employees does not provide or specifically excludes overseas coverage, retired U.S. Government employees shall not be paid additional contributions for health and life insurance under their contracts. Additionally, a USPSC who is a dependent of a current or retired Civil Service, Foreign Service, or Military Service member and who is covered by their Government employee's or retiree's Government health or life insurance policy is ineligible for these contributions).*
- c. Pay Comparability Adjustment.
- d. Annual Increase (pending satisfactory performance evaluation).
- e. Eligibility for Worker's Compensation.
- f. Leave and Holidays *(no vacation shall be earned if the tour of duty is less than 90 days).*

**2. ALLOWANCES:**

Allowances and Differentials are applicable as per AIDAR Appendix D and type of PSC. These are only applicable for USPSCs recruited from outside the cooperating country, or on TDY as applicable. Resident-hire USPSCs are not eligible for allowances and/or differentials, unless otherwise indicated by the Contracting Officer at the time of employment.

**VII. TAXES**

USPSCs are required to pay Federal Income Taxes, FICA, Medicare, and applicable State Income taxes.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

- 1. [USAID Acquisition Regulation \(AIDAR\)](#), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions".
- 2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**  
Subpart 52.2—Text of Provisions and Clauses
- 3. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

## LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7221/221021, 7222/231021 Template: Mission Program Funds Resource Category: 1130008, 1150958, 1210408	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

4. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](http://www.usaid.gov/work-usaid/aapds-cibs)) for PSCs with Individuals. Available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to incrementally fund contracts (June 23, 2006)

AAPD 06-10 PSC Medical expense payment responsibility (Oct 30, 2006)

AAPD 10-01 Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs (01/08/2010)

AAPD 18-02 Revisions to Medevac Policies for USPSCs and TCNPSCs (Feb 15, 2022)

AAPD 21-01 Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals under the AIDAR Appendices D and J (Mar 26, 2021)

AAPD 21-05 Revised and Expanded Fringe Benefits for USPSCs (Nov 23, 2021)

AAPD 22-01 Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals (Jul 13, 2022)

5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the [“Standards of Ethical Conduct for Employees of the Executive Branch”](#) available from the [U.S. Office of Government Ethics](#), in accordance with **General Provision 2** and **5 CFR 2635**.
6. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

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See <https://www.usaid.gov/honduras> for additional information on USAID’s work and programs.

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